

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE  
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT  
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
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<b>BUSINESS OFFICE MANAGER</b>	\$12.86-\$20.92/HR/DOQ	9-30-2016
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GOLDEN SPIKE EVENTS CENTER - Part-Time (20-29 hr/wk) with sick, vacation, and retirement  
JOB SUMMARY Under general supervision of the Special Event Manager, performs supervisory and administrative work managing the business of a Department.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Adheres to policies and procedures as set forth by the Weber County Commission. Prepare and distribute Fair Board meeting agendas and minutes. Take minutes at each monthly board meetings and/or other meetings scheduled. Prepare advertising and contracts for local entertainment. Set schedules for local entertainment stages at county fair, Prepare compensation (requisition) from each entertainer from budgeted amount for entertainers. Design layout for commercial vendors for fair and other events as needed. Advertise, contract and invoice vendors. Collects fees and arrange for proper needs, electricity, water, etc. Assist in coordinating advertisements and promotional information for the events, including programs, posters, flyers, etc., as appropriate. Distribute advertising material as needed. Work with Jr. Livestock committee on auction related paperwork, correspondence with buyers, supervise office volunteers or staff at auction, register buyers and issue buyer numbers, collection of all boost and sale money due. Maintain records of buyers and sale information, Issue checks to exhibitors. Maintain records of accounting of jr. livestock auction. Performs general accounting functions for the Department; prepares a variety of accounting and financial reports; monitors compliance with contracts and recommends necessary changes. Develops sponsorship packages and works with businesses and the community for sponsorship monies toward the county fair and other events as needed. The sponsorship program may include preparations of contracts, invoices and proposals. Keep an accounting of all sponsorship dollars. Generate reports as needed. Research new entertainment / attractions for fair and events; may include preparing bids or corresponded. Attends job related conferences and meetings. Attends events, both daytime and evenings, seven days a week, when nature of the event warrants the coordinator's presence. Prepares event evaluation summaries and completes all paperwork for event file. Receive Special Event applications, review and coordinate with all departments involved. Issue permit to eligible applicants. Assist Special Event Manager with special projects and special event permitting, as assigned. Performs other duties as assigned.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree in business administration, office management, or a related field. AND Two year of experience in a business management setting. OR Any equivalent combination of education and experience.

Working knowledge of the principles and procedures of accounting; working knowledge of modern office methods; working knowledge of fair organization, policies, and functions; working knowledge of invoice and billing procedures; working knowledge of business administration practice; knowledge of effective supervisory techniques. Skill in typing at a rate of 60 words per minute. Ability to apply modern accounting and business principles and procedures to Department needs; ability to prepare moderately complex financial and accounting statements and reports; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to supervise others and communicate effectively verbally and in writing.

HOOR REQUIREMENTS Position may requires irregular schedules, including evenings, weekends and holidays; adjustment of shifts, overtime, breaks, etc. may be required on short notice.

TOOLS AND EQUIPMENT USED Phone switchboard; computer terminal; personal computer including Word, WordPerfect 6.1 and 7.0 for Windows 95; Quattro Pro and Excel spreadsheet programs; copy machine; postage machine; fax machine; calculator; credit card processor; cash register.

PHYSICAL DEMANDS The physical demands described here are representative of those that must

be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**POSITION CLOSES: OCTOBER 14, 2016**

**APPLICATION AND RESUME MUST BE SUBMITTED TO:**

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND**

**TESTING REQUIRED**